

CAPTIONIST

4-19-036

Code No.:

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position provides real-time captioning services for students who are deaf or hard of hearing, ensuring equal access to spoken communication in the classroom and during school-related activities. The incumbent utilizes specialized equipment that transcribes spoken words into written text, which is displayed on a screen for the student. The employee reports directly to, and works under the direct supervision of, a program coordinator. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Provides real-time captioning (Communication Access Realtime Translation - CART) during classes, lectures, assemblies, and other school events;

Transcribes spoken dialogue, including teacher instruction, student comments and questions, and multimedia audio content;

Edits material for content, spelling, grammar, and organization, while removing extraneous information;

Prepares complete, accurate, and edited notes for students daily;

Prepares for classes by reading course material and adding content specific abbreviations into the C-Print dictionary;

Collaborates with teachers, parents, students, and other support staff to ensure student needs are being appropriately met;

Maintains confidentiality and adheres to ethical standards in all student interactions;

Responds to teachers and students regarding inquiries related to deafness or hard of hearing;

Maintains up-to-date records for the Deaf/American Sign Language (ASL) Education office related to schedules, students, and substitutes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the school organization; working knowledge of the deaf/hard of hearing community; ability to use captioning computer equipment and related software; ability to listen and accurately transcribe spoken words; ability to work well with students, parents, and school personnel; ability to maintain simple electronic records; ability to follow oral and written instructions; ability to assist students with basic technology needs; ability to obtain student cooperation and attention; ability to give instructions; ability to understand and manage student behavior; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Successful completion of at least thirty (30) credit hours from a college or university; OR
- (B) One (1) year full-time or its part-time equivalent paid or volunteer experience working in a clerical capacity or working with children; OR
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required

evaluation fee.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

ADOPTED: November 6, 2025